

# Privacy Statement

## 1 PERSONAL INFORMATION PROCESSING

---

All personal data and the membership administration are stored in a secure Google Drive, only accessible to board members. Only the board of the association has complete access to all personal data and the membership administration. However, the name and email address of members is also accessible by the following committees: Activiteitcommissie, Internecompetitiecommissie, Nieuwsbrief, NSK-commissie, Sollicitatiecommissie, Toernooicommissie, Weekendcommissie, Smashcommissie. Apart from that, the following committees are allowed to store and use photos and videos: Mediacommissie, Websitecommissie. Payment authorizations and invoices are stored in the same Google Drive. Names of all members present at the General Meetings (ALV) will be recorded in the transcripts, which are available for viewing to all members of Dorans. In e-mails we will always use the BCC function to prevent anyone from seeing the addresses of other members.

## 2 PHOTOS AND VIDEOS

---

When signing up for Dorans, members will be asked to give permission for photos and videos to be made at tournaments, training sessions or other activities on which they are recognizable. These images can be made available on our website or on public social media. Members can retract their permission at any time, with direct effectiveness. Members may also forbid a certain photo or video in which they are present from being publicized. We will not publicize this image on any of our channels. If it has previously been publicized, we will immediately take it down. These rules are retroactive and apply to any images on our public channels.

## 3 REGISTER OF PERSONAL DATA PROCESSING

---

### 3.1 CONTACT INFORMATION

Name of Association: Dorans E-sport Vereniging Nijmegen

Zip code: 6525 AJ Nijmegen

Address: Heyendaalseweg 141

Email address: [bestuur@dorans.nl](mailto:bestuur@dorans.nl)

Kvk number: 64618056

### 3.2 WHAT DATA DO WE PROCESS?

- Full Name
- Gender
- E-mail Address
- Date of Birth
- Address (Street, City, Postcode)
- Whether a member is a student of the RU, HAN or neither

- Student number, faculty, study name, expected year of graduation (if applicable)
- Nationality
- Phone Number
- Photos

### 3.3 REASONS FOR DATA COLLECTION

**Full Names and Gender:** It is necessary for personal identification, to contact members and order our members' administration.

**E-mail Address:** This is necessary for contacting members, for example in the case of yearly contribution payments.

**Date of Birth:** We need to verify whether a member is 18 years of age or older. Anyone under 18 may not perform certain legal actions, such as authorizing contribution payments. We also sell alcohol at certain activities, by knowing the date of birth of all members we can ensure no underage members have access to alcohol at these events.

**Address:** This is used for sending invoices to members.

**Student number, Institution of Education, Faculty, Study, Expected Year of Graduation:** StudentLife requires us to collect this data, as we are a students' association at least 80% of our members need to be students of either the RU or the HAN. To ensure this is the case we need this data. We also need the student numbers for the Radboud Sports Centre (RSC), so they can check which of our members have sportscards. This is obligatory because we are a Y-association. Sponsors may want to know about the expected year of graduation.

**Nationality:** Sponsors may want to know more about our members regarding their nationality, so we want to be able to share this anonymised data if they request it.

**Phone Number:** This is used to contact members.

**Photos:** Promotion for the association and increasing association solidarity.

### 3.4 ON WHAT LEGAL BASIS DO WE STORE THIS DATA?

All personal data is stored because of legitimate interests.

### 3.5 HOW IS THE DATA COLLECTED?

All data is collected through an application form on our website. This form is made using Google Forms and all data is immediately stored on the secure Google Drive.

### **3.6 WHO HAS ACCESS TO THE DATA?**

Only the board of the association has complete access. For specific personal data, a number of committees also have access, as mentioned in part 1.

### **3.7 DO WE SHARE DATA WITH THIRD PARTIES? WHO? WHY? FOR WHAT REASON?**

We share email addresses with LaPosta, for our monthly newsletter. We share all personal data with Google, as we use Google Drive to store this data. We have processing contracts with both parties.

We share a list with the full names and addresses of our members with the NBSE (Dutch Union for Student Esports) twice a year. We share this data because a union is legally obligated to be able to contact their members.

We also share full names and student numbers with the RSC. This is necessary because we are a Y-association, so the RSC needs to be able to check which members have sportscards.

The expected year of graduation and nationality, anonymised and represented in statistics, may be shared with sponsors so they can judge whether our members fall within their target group.

### **3.8 DATA RETENTION TERMS**

Dorans will store personal data such as name, surname, initials, titles, gender, date of birth, address, student number, education institution, phone number and other personal data, as well as bank account numbers of the concerned persons for a maximum of 2 years after de-registration.

Members will be asked for permission to leave their name and e-mail address after de-registration, to be included in our alumni database. This data will then be stored indefinitely, until the person concerned indicates that they no longer wish to be included in the alumni database. The data from this database will only be used to invite alumni for our yearly alumni activity.

Financial data such as payment authorizations and invoices will be stored for 7 years, according to the fiscal data retention directive.

We collect no data through our website and any cookies we use are legal under the GDPR.

Committees might ask for personal data for certain activities or tournaments, any data acquired this way will be deleted within one week after the concerned activity. The committee will ask for permission to temporarily store this data for each such activity.

### **3.9 SUMMARY OF SECURITY MEASURES**

Every board member has a personal account within our G-Suite. No other board members can access these accounts. Nor can ex-board members. At the change of boards at the start of the school year the password of these personal accounts will be changed, so that old board members cannot access the data anymore. At the start of every academic year, all committees will change the password of their Google account.